COPY CENTER & MAIL ROOM

Lower Level of Student Union
E-mail: poneal@dc3.edu
Ext. 214

2012-2013 Cost Guide

Copy Jobs

White Paper	$.03 per sheet
Color Paper	$.04 per sheet
Stock Paper	$.05 per sheet
11x17 Paper	$.05 per sheet
Color Copies	Add an additional $.10 per sheet
Book Binders	$.05 per book
Laminating	$.15 per foot

Please note front and back originals count as 2 copies.

Copyrighted material cannot be reproduced without a copyright release.

Copy Center Information

DCCC Copy Center, located on the lower level of the Student Union, is a valuable resource for all of your printing needs. We offer a 24 hour turn-around service for your syllabi, tests, and/or other materials for your department.

See the Copy Center to:
- Create two-sided documents from one-sided originals
- Automatically staple, hole punch, and collate
- Create booklets
- Print up to size 11x17 documents

Services
The Copy Center also offers a variety of finishing services including:
- Folding
- Lamination
- Binding

Procedures
Materials ***MUST*** be copy-ready and include a completed ***COPY REQUEST*** form, which are available from your building secretary or the Copy Center. Copy work orders can be delivered through Intercampus mail or via e-mail. When requesting a copy job via e-mail, send the copy work through a file attachment. Copying instructions should be included in the e-mail. Please send request to Patty at poneal@dc3.edu.

Copy Center Guidelines

1. The Copy center will not reproduce any work(s) under a copyright. If the material requested is under a copyright, even if the copyright is your own, we must have a copy of the release statement.

2. All originals brought or sent to the Copy Center ***MUST*** be ready for reproduction. All pages are to be the same size. Make sure that all pages or the original are white or the Copy Center will have to take the time to make a second original.

3. It is suggested that all copy requests are to the Copy Center a full ***24 HOURS*** before needed. Emergencies do arise and will be accommodated.

4. All work sent to the Copy Center to be copied ***MUST*** be accompanied by a cherry pink Copy Center Request form. Remember to include your name, department, phone extension, account number and any other important instructions. Please remember when filling out the Copy Center request form, double sided originals (front & back) count as 2 pages.

If you have any questions about Copy Center procedures or services, please call Patty at EXT. 214 or e-mail poneal@dc3.edu.

E-Mailing Copy Requests

When e-mailing a copy job, please attach documents to be copied. The attachments are opened and sent directly to the copier for processing. ***MUST BE COPY READY!***
All e-mailed copy requests should be sent to poneal@dc3.edu.

Mail Room Guidelines

1. Each departments or personal outgoing mail is to be banded as follows:
   - In-State
   - Out-of-state
   - Dodge City
   - Residence Halls
   - Foreign

Business reply and stamped mail should also be banded separately.

2. If mail is to be sealed by the postage machine, please stack envelopes with the flaps ***DOWN***, then banded appropriately. Envelopes 5x7 or larger will NOT seal in the postage meter, so these need to be sealed prior to being sent to the mail room.

3. All outgoing mail MUST have return identification on each piece located in the upper left hand corner of the envelope. This identification should include a return address and mail **ID number.**

4. All outgoing packages should clearly be marked as Media Mail, Book/Library rate, UPS, etc. Unless indicated otherwise, all mail is sent 1st class. All packages must be boxed, taped and ready to go, with any wording that does not pertain to shipping blacked out.

5. All outgoing mail must be brought to the mail room by 4:00 pm each day. Mail is picked up by Maintenance and delivered to the Dodge City Post Office at 4:30 pm each day.

All packages, priority mail, express mail that is USPS is delivered to the mail room. Maintenance picks up the mail at the post office and delivers it to the mail room.

UPS, FedEx, DHL, and any other package/freight courier services is delivered to Richard Thomas at Central Stores. Richard makes on campus deliveries at 2:00 pm each day.

Package Pickup
UPS - UPS is picked up at 3:30 pm each day. If you have something that needs to go out, but have missed the pickup time, there is a drop box at the Ag Dept. Farm Service Agency Office, 900 Frontview. Pick up for this location is 5:30 pm.

FedEx - Pick up must be called in by 1:00 pm each day for pick up that day. FexEx drop boxes are located around town.

Bulk Mail Guidelines

1. Bulk mailings must be 200 pieces or more.

2. Bulk mailings must be sorted in ***zip code order and must be in Bulk Mail Envelopes.*** Bulk mail envelopes are available through Central Stores.

3. A blue bulk mailing slip ***MUST*** be filled out and be brought in with each bulk mailing. These forms are available through the mail room.

4. Each piece of mail ***MUST*** have a Mail ID number and return address in the upper left hand corner. Business reply envelopes included in your bulk mailing ***MUST*** also have a Mail ID on each envelope for easy identification upon receipt in the DCCC mail room. Suggested placement for this Mail ID is the lower left corner.

5. All envelopes must be the same type and weight. The contents of each envelope must be the same, i.e. color of paper and number of sheets of paper.

6. International mail ***CANNOT*** be sent bulk mail or as part of a bulk mailing.

7. Please separate any residence hall mail from your bulk mailing. Residence hall mail will be sent through intercampus mail.

IT IS REQUESTED THAT THE MAIL ROOM BE NOTIFIED AT LEAST 5 DAYS IN ADVANCE OF ANY BULK MAILING.

Paper Orders

Paper can be ordered by the sheet or by the ream form the Copy Center. For a case of paper, please contact Richard Thomas in Central Stores.

If you have any questions, please contact Patty O'Neal at poneal@dc3.edu or EXT. 214